

Opportunity Title: HHS Data Management and Analysis Opportunity

Opportunity Reference Code: HHS-HRSA-2021-0307



Organization U.S. Department of Health and Human Services (HHS)

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A complete application consists of:

- An application
- Transcripts – [Click here for detailed information about acceptable transcripts](#)
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete, and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

Description ***Applications will be reviewed on a rolling-basis, and this opportunity will remain open until filled.**

HHS Office and Location: A research opportunity is currently available with the Division of Policy and Data (DPD), within the Health Resources and Services Administration (HRSA) at the U.S. Department of Health and Human Services (HHS) located in Rockville, Maryland.

The mission of the U.S. Department of Health and Human Services (HHS) is to enhance the health and well-being of all Americans, by providing for effective health and human services and by fostering sound, sustained advances in the sciences underlying medicine, public health, and social services.

The Health Resources and Services Administration's (HRSA) Ryan White HIV/AIDS Program provides a comprehensive system of HIV primary medical care, essential support services, and medications for low-income people with HIV. The program funds grants to states, cities, counties, and local community-based organizations to provide care and treatment services to people with HIV to improve health outcomes and reduce HIV transmission among hard-to-reach populations.

This opportunity is within the Division of Policy and Data where their mission is to provide leadership and expertise in HIV/AIDS data management and analysis, policy development, program evaluation, and technical assistance to support HAB's mission to provide leadership and resources to advance HIV care and treatment to improve health outcomes and reduce health disparities for people with HIV and affected communities.

Research Project: The HIV/AIDS Bureau (HAB), Division of Policy and Data (DPD), Data Management and Analysis Branch (DMAB) is responsible for managing and coordinating all data collection, management, and analysis activities for the Ryan White HIV/AIDS Program (RWHAP). This includes: 1) overseeing the development and maintenance of the Bureau's web-based data collection portals; 2) performing data management activities; and 3) conducting statistical analyses for HAB manuscripts, technical papers, and reports. Additionally, DMAB responds to requests for data from both internal and external stakeholders and supports technical assistance, data quality, and improvement efforts for RWHAP grant recipients and sub-recipients.

DMAB is requesting two ORISE fellows who will be involved learning about data analysis and evaluation activities that support HAB DPD's data management and statistical analysis activities for multiple HAB data reporting systems. Under the guidance of a mentor, the participants will be involved in the following activities:

- Conduct database management activities such as cleaning and processing of raw data; developing and maintaining standardized SAS analytic files for data analysis; and creating documentation relating to these processes
- Generate data for data dissemination products, including the RSR Annual Client Level Report, Allocations Reports and Expenditures Reports

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- Perform analyses and collaborate with staff with regard to statistical analysis and methods for studies, papers, articles, and reports related to the Ryan White HIV/AIDS Program (RWHAP)
- The specific analyses/projects performed will be determined collaboratively with the Fellow and consider the Fellow's specific topical interests, but with the guidance of HAB DPD leadership to ensure alignment of the Fellow's research with ongoing agency efforts/needs. Research/analytic activities will be performed both independently and in conjunction with other HAB evaluators
- Collaborate with DMAB Health Scientists and Health Statisticians to assess and make recommendations for improvement in the quality of the national RWHAP data

Learning Objectives:

1. To gain experience in developing SAS programs for data management and analysis; creating data visualizations; documenting processes; and generating data for data dissemination products and data requests.
2. To learn how to effectively collect, manage, and analyze data that informs decision-making and policy development for federal agencies.
3. To develop skills in effectively communicating and translating data to various audiences, including both verbal and written communication.
4. To collaborate with subject matter experts on the development and implementation of data quality and improvement efforts for the Ryan White HIV/AIDS Program (RWHAP).

Mentor(s): The mentor for this opportunity is Carla Holmes (cholmes@hrsa.gov). If you have questions about the nature of the research please contact the mentor(s).

Anticipated Appointment Start Date: As soon as a qualified candidate is identified. Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for one year, but may be renewed upon recommendation of HHS and is contingent on the availability of funds.

Level of Participation: The appointment can be full-time or part-time, depending on the candidates availability.

Participant Stipend: The participant will receive a monthly stipend commensurate with educational level and experience.

Citizenship Requirements: This opportunity is available to U.S. citizens only.

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and HHS. Participants do not become employees of HHS, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

Questions: Please visit our [Program Website](#). After reading, if you have additional questions about the application process please email HHSrpp@orau.org and include the reference code for this opportunity.

Qualifications

The qualified candidate should be currently pursuing or have received a master's or doctoral degree in one of the relevant fields. Degree must have been received within the past five years.

Preferred skills:




- Knowledge of and experience with statistical programming languages (e.g., SAS, SPSS, STATA, R, SQL, Tableau, etc.) and related data management software to manipulate, manage, and analyze mid-to-large data sets
- Knowledge of designing, implementing and coordinating data management activities for mid-to-large data sets, inclusive of data cleaning and analysis
- Ability to communicate, both orally and in writing, to make clear and convincing presentations, explain and

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justify recommendations

**Eligibility
Requirements**

- **Citizenship:** U.S. Citizen Only
- **Degree:** Master's Degree or Doctoral Degree received within the last 60 months or currently pursuing.
- **Discipline(s):**
 - **Computer, Information, and Data Sciences** (3 )
 - **Life Health and Medical Sciences** (3 )
 - **Mathematics and Statistics** (10 )
- **Veteran Status:** Veterans Preference, degree received within the last 120 month(s).